
INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: March 8, 2006

From: Lynn E. Adams, Records Administrator

Subject: Implementation of a Transcript Search/Retrieval Fee

Staff recommendation

To implement fees as follows:

Transcript Search –

(to include one transcript (unofficial/student) if available, or a letter stating unavailability, if necessary).

\$10.00

Transcript Search –

(to include transcript (Official) if available, or a letter (Official) stating unavailability, if necessary).

\$12.50

Background

Currently, and heretofore the Commission has not had a charge attached to obtaining a transcript, or transcript information either for the original student, or for background search companies engaged in an information gathering - in a for-profit enterprise. As Records Administrator for the Commission, I believe that it is past time to institute a change in this process.

In order to be more attuned to the practices and procedures of the industry – in which the greater majority of institutions and state agencies across the country acting in lieu of defunct institutions do charge for transcript search and retrieval – I believe it would be to our benefit to likewise charge for this service.

Supporting Documentation

1. A quick summary of charges for transcript search/retrieval across the country reveals that only five (5) states provide this service at no cost, one (1) state is less than \$5.00/search, three (3) states charge \$5.00/search, one (1) state charges between \$5.00 and \$10.00, eleven (11) states charge \$10.00/search, four (4) states charge more than \$10.00/search, five (5) states assign records to other open institutions and therefore do not maintain records of any kind and twenty-one (21) states either made no reply to the questions posed or their information is not readily – or otherwise available.
2. Of the states that charge for records/transcript searches approximately half charge for additional copies of transcripts and half do not. All states that charge for records/transcript searches charge the same fee to background search companies as is charged to any other requestor.
3. Of the states that responded to the informal questionnaire twenty (20) states have a charge for records/transcript search, while five (5) have none, and five (5) have no records to service.
4. Additionally, this action puts us more in sync with other Indiana agencies that provide legal documents of various sorts as a service to the public. The list would include the Bureau of Motor Vehicles – drivers licenses, id cards, and license plates. The Department of Health – Birth, Death, Adoption and Paternity certificates. Professional Licensing's various boards all have charges for licensing, renewals and duplicate licenses. In short – very nearly any action done through state

government that results in a document of an official nature going to the person requesting it has a fee attached to that document of varying amounts.

5. In order make the charge associated with obtaining a transcript reasonable, and at the same time not onerous, either on the requestor or on the Commission with excessive additional bookkeeping/paperwork, these are the charges I propose:
6. Transcript Search – (to include one transcript (unofficial/student) if available, or a letter stating unavailability if necessary). \$10.00
Transcript Search – (to include transcript (Official) if available, or a letter (Official) stating unavailability if necessary). \$12.50
7. Charges to apply equally to any requestor. Additional copies, within the same request, supplied at no additional charge, when going to one address/FAX number.
8. Multiple requests from one requestor going to more than one location will be treated as separate requests, requiring a separate charge for each request.
9. Charges will be paid by money order only, no cash, no checks, no charge/debit cards, proceeds to be retained by the Commission to be used as needed for legitimate Commission expenses.

10. In fiscal 2004 the statistics for the Records Administrator were:

396 REQUESTS

223 LETTERS	150 OFFICIAL TRANSCRIPTS
160 STUDENT TRANSCRIPTS	28 FILE NOT FOUND
34 INFORMATION	43 VERIFICATIONS

This would have produced approximately \$4,200.00 in additional revenue for the Commission.

Thank you,

Lynn E. Adams

Lynn E. Adams
Records Administrator
Indiana Commission on Proprietary Education